



## FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

### AUTOMOTIVE EQUIPMENT OPERATOR I

<b>SALARY RANGE</b>	<b>\$3143 - \$3610</b>
<b>TENURE/TIME BASE</b>	<b>Permanent, Full Time</b>
<b>PROGRAM/DEPARTMENT</b>	<b>General Services/Transportation</b>
<b>FINAL FILING DATE</b> <b>Extended**</b>	<b>August 12, 2016 (Original FFD 07/28/16)</b>

**DESCRIPTION OF DUTIES:** Reports to the Automotive Pool Manager I, under the direction of the Property Controller, adhere to and execute the AEO I Transportation Resource Pool including duties to transport clients to and from workshops, field trips and appointments. Candidate is directly responsible for deliveries to the residences and all client-related and employee office relocations, including furniture pick-up and deliveries. Work individually or with a crew and work collaboratively with other departments (i.e. Laundry, Main Kitchen, Main Warehouse, Mail Room, Pharmacy, Central Supply, and Property). This position also requires maintaining a Class B license with "P" endorsement and a DL 51 Certificate on file with the DMV and all other certifications as required.

**\*THIS IS A SAFETY SENSITIVE CLASSIFICATION AND IS SUBJECT TO PRE-EMPLOYMENT DRUG AND ALCOHOL TESTING, RANDOM TESTING AND REASONABLE SUSPICION TESTING.\***

**WHO MAY APPLY:** Candidates with list and transfer eligibility for the classification will be considered. Appointment will be subject to Department Restriction of Appointment (DROA), State Restriction of Appointment (SROA)/Surplus, and Reemployment list procedures. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to pre-employment physical and fingerprint clearances. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the California Department of Human Resources website [www.calhr.ca.gov](http://www.calhr.ca.gov). **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

**\*Only applications with original signatures will be accepted\***

**\*\*IF YOU SUBMITTED AN APPLICATION BY THE 07/28/16 FINAL FILING DATE, NO NEED TO RESUBMIT A NEW APPLICATION**

**PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:**

FAIRVIEW DEVELOPMENTAL CENTER  
TESTING OFFICE, ROOM 211  
2501 HARBOR BLVD.  
COSTA MESA CA 92627  
(714) 957-5255

**IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.**

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CLASSIFICATION TITLE: AUTOMOTIVE EQUIPMENT OPERATOR I

**Extension** RELEASE DATE: 08/02/16